

Definitions and Triggers in CARL Used for Yearly Reporting 2017 Carl Moyer Program Guidelines

For districts completing Yearly Reports for the Carl Moyer Program, the Clean Air Reporting Log (CARL) Required Reports utility uses milestone dates as well as funding and payment information to determine the status of projects to be included in report outputs. Certain fields in CARL must be populated for the project to be included and displayed in the two reports that air districts generate to support yearly reporting. This document describes the necessary logic and triggers applied in both the Liquidation Report and the Cumulative Report, and describes key progress tracking milestones.

For clarity it is important to distinguish between liquidation of a funding year, verified through the Liquidation Report, and liquidation of projects, which appears in both reports. For funding years, the Moyer Guidelines require liquidation of funds granted four calendar years prior.¹ For example, fiscal year 2012-13 (Moyer Year 15) funds awarded in the spring of 2013, as well as associated matching funds, must be fully liquidated by June 30, 2017. This is displayed through the Liquidation Report. Although districts are no longer required by statute to expend funds within two years, under the 2017 Guidelines districts will report progress toward eventual liquidation of later funding years, as well as contract execution. Milestone progress is displayed through the Cumulative Report. Table 3-5 of the 2017 Moyer Guidelines provides an example of progress milestones that will apply for yearly reporting in 2018.²

**Table 3-5
Example Progress Milestones: 2018 Yearly Report**

Timeline	Fiscal Year	Funding Year	Milestone
1 year	2016-17	19	50% of project funds under executed contract
2 years	2015-16	18	100% of projects funds under executed contract
			50% of project funds liquidated
3 years	2014-15	17	75% of project funds liquidated
4 years	2013-14	16	100% of grant funds liquidated (Section O)

Project liquidation has a bearing on both the liquidation and cumulative reports, depending on the funding year. A project is defined as liquidated when it has been paid in full and post-inspected to confirm it is operational. When a funding year is liquidated, as required for

¹ 2017 Moyer Guidelines Chapter 3, section O (page 3-19)

² 2017 Moyer Guidelines Chapter 3, Section N.1 (page 3-18)

funding year 2016 in the table above, due for liquidation in 2018, all funds available for that funding year have been paid out for projects that meet those criteria. The Liquidation Report will then show a balance of zero funds remaining. Projects funded with funds from liquidated years are removed from cumulative tracking, and such projects will not appear in the Cumulative Report unless partially paid with more recent year funds.

LIQUIDATION REPORT

The Liquidation Report is run for a single year; only liquidated projects for the funding year requested by the user will appear in the report output. The default year for the Liquidation Report is that year due for liquidation in the current report year. In the 2018 Yearly Report example above, Year 16 funds granted in 2014 are due for liquidation. A Liquidation Report run in the 2018 reporting cycle will show as targets the Year 16 granted and match funds due for liquidation, with all projects paid with Year 16 funds credited toward those targets.

A shortfall in grant or match funds must be corrected to avoid the requirement to return unliquidated funds. Districts may correct a shortfall in Year 16 liquidation by reassigning liquidated project funds from later years to Year 16 until the balance is zero. But first the district will want to ensure all “triggers” have been activated, meaning that all equipment in projects considered liquidated have been marked as paid in full, with payment dates and amounts for the equipment entered into the CARL Project Administration forms. For example, if a project has 10 pieces of funded equipment, all 10 pieces of equipment must be post-inspected and paid-in-full, with payment dates no later than June 30 of the reporting year, to be credited toward liquidation for that reporting cycle. Examples of the CARL Project Administration forms are on the next page.

CUMULATIVE REPORT

The Cumulative Report includes projects liquidated for funding years more recent than those in the Liquidation Report. It also includes projects not yet liquidated – projects with executed contracts and projects with funds expended but not yet paid in full and post-inspected. The Cumulative Report provides a snapshot of progress toward the funding milestones specified in the Moyer Guidelines.

Each project entered into CARL can have only one report status: executed, expended, or liquidated. Below is a description of the triggers associated with each funding status in succession. Projects that are missing any required triggers for a status will have a “blank” project status and will not appear in either the Cumulative or Liquidation Reports.

Executed Projects. A project is executed, while its equipment are funded. CARL accepts these inputs through the Project Administration forms, shown with examples below.

Examples of the CARL Project Administration Form pages 1 and 2:

Project Administration	
Environmental Justice Project: Is this project in a federal non-attainment area?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date Application Received:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Commitment Date: (Funds approved by the district Board or by a district APCO or other delegated authority)	<input type="text" value="01/09/2007"/> (MM/DD/YYYY)
and/or	<input type="text" value="04/23/2007"/> (MM/DD/YYYY)
*Fully-executed Contract Date:	<input type="text" value="04/23/2007"/> (MM/DD/YYYY)
Contract term expires: (End of project life)	<input type="text" value="09/23/2012"/> (MM/DD/YYYY)
Project Grant Amount: \$25000.00	
Project Funding Amount: \$25000.00	
Comments: (Up to 4000 characters)	
<div></div>	
To enter Funding and Payment Information, select Equipment Identifier and click "Submit":	
Vessel: Pioneer	(Equipment Identifier)
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Funding, Payments, and Withholds	
Equipment Grant Amount:	25000.00
Equipment Identifier:	Vessel: Pioneer
Post-Inspection Conducted:	<input type="text" value="02/08/2008"/> (MM/DD/YYYY)
Funding Information	
<input type="button" value="Add Funding"/> <input type="button" value="Remove"/>	
1. District:	ARB Staff
Funding Source:	Moyer
Funding Year:	9
Funding Amount:	\$25000.00
Total Amount Funded:	\$25000.00
Payment Information	
<input type="button" value="Add Payment"/> <input type="button" value="Remove"/>	
1. District:	ARB Staff
Payment (date):	08/31/2007 (MM/DD/YYYY)
Funding Source:	Moyer
Amount Paid:	\$6250.00
Funding Year:	9
2. District:	ARB Staff
Payment (date):	02/29/2008 (MM/DD/YYYY)
Funding Source:	Moyer
Amount Paid:	\$11439.95
Funding Year:	9
3. District:	ARB Staff
Payment (date):	02/29/2008 (MM/DD/YYYY)
Funding Source:	Moyer
Amount Paid:	\$7310.05
Funding Year:	9
Total Amount Paid:	\$25000.00
<input type="button" value="Add Withholding"/> <input type="button" value="Remove"/>	
Total Amount Withheld:	\$
Comments: (Up to 4000 characters)	
<div></div>	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

The triggers for a project to count as executed are:

1. *Fully-executed contract date:* The project must have an executed contract date by June 30th of the report year; the executed contract date field is shown on the first administration page above (“Project Administration”).
2. *Funds executed:* Equipment funding information includes the funding amount, funding year and funding source; these fields are shown on the second administration page above (“Funding, Payments, and Withholds”).

Expended Projects. For a project to have a status of *expended*, it must meet the executed project requirements above, *and* at least one piece of equipment in the project must be paid and post-inspected. That is, on the Funding, Payments and Withholds page, when at least one piece of equipment in the project has a post-inspection date on or before June 30th of the report year *and* that same equipment has been paid-in-full (toggle set to Yes), then *all* funded equipment in that project are considered expended. For example, if a project has 10 pieces of funded equipment and 5 of them are post-inspected and paid-in-full with a paid date no later than June 30th, then all funds for the 10 equipment in the project are considered expended.

The status of expended can also apply to all funds associated with a funding year, but this is only relevant to yearly reporting in 2017, if a district did not amend its grant agreement to remove expenditure deadlines as enabled by SB 513.

Liquidated Projects. For a project to have a status of *liquidated*, it must meet the executed and expended requirements above, and in addition *all* the funded equipment in the project must be paid-in-full and post-inspected. This must occur on the Funding, Payments and Withholds page for each piece of equipment in the project.

The triggers for a project to count as liquidated are:

1. *Paid date:* The date trigger is the last payment date. If all the equipment has a payment date by June 30 of the reporting year, then the project is considered liquidated. If there is a paid date after June 30, then the project is *not* liquidated in that reporting cycle.
2. *Funds liquidated:* The liquidated amount is the sum of all the paid and withheld amounts.

PROGRESS TRACKING FOR YEARLY REPORTS

The Cumulative Report generates two tables to assist with milestone progress tracking requirements specified in Chapter 3, Section N of the 2017 Moyer Guidelines. Table 2 in the Cumulative Report shows progress relative to five indicators of progress. An example of Table 2 output for 2017 yearly reporting shown below.

The two percentages in the table are used in the Yearly Report. Because cumulative tracking allows credit for projects liquidated with more recent year funds, districts should also review the executed and liquidated fund balances shown, with an eye toward eventual liquidation of remaining funds for each year.

Table 2: Progress Tracking Table

Progress To Date	
Year 17 Executed Funds Progress ¹	57.10%
Year 17 Executed Funds Balance ²	(\$343,558.00)
Year 17 Expended Funds Balance ³	(\$654,055.00)
Year 16 Liquidated Funds Progress ⁴	119.16%
Year 16 Liquidated Funds Balance ⁵	(\$175,912.00)

¹ Year 17 and later funds executed, expended or liquidated divided by the total Year 17 target, expressed as a percentage.

² Sum of Year 17 funds executed, expended or liquidated minus the sum of Year 17 targets.

³ Sum of Year 16 and later expended and liquidated funds minus the sum of Years 16 and 17 targets. If Year 17 grant agreements have not been amended to remove the expenditure deadline, funds shown as a negative number in parentheses are subject to return if not already under contract.

⁴ Year 16 and later funds liquidated divided by the total Year 16 target, expressed as a percentage.

⁵ Sum of Year 16 funds liquidated minus the sum of Year 16 targets.

Executed Funds Progress. Expressed as a percentage, this figure shows progress toward contract execution for the funds due for liquidation in two years. Cumulative tracking allows later years to be credited, and because expended and liquidated projects have already been executed, they are counted as well.

Executed Funds Balance. This figure is limited to the funds that must be liquidated in two years, without credit through cumulative tracking for more recent funds executed. Funds remaining to be executed are shown as a negative number in parentheses.

Expended Funds Balance. Presented for information only. Expended funds are not used as a progress milestone under the 2017 Guidelines, and the figure is relevant only in the case of a district that did not amend grant agreements to change its expenditure deadline.

Liquidated Funds Progress. Expressed as a percentage, this figure shows progress toward liquidation for the funds due for liquidation in the following year. Cumulative tracking allows later years to be credited in this percentage, but it will not apply in the Liquidation Report the following year.

Liquidated Funds Balance. This figure shows actual funds due for liquidation in the following year, without credit for cumulative tracking. Funds remaining to be executed are shown as a negative number in parentheses.

ADDITIONAL NOTES

- Unfunded equipment are not counted in any of the required reports.
- Some equipment forms, such as the on-road VIP, have all the necessary administration fields either available or auto-populated from the equipment form. For example, the on-road VIP form automatically triggers the paid-in-full to yes when a payment date is entered. In the case of on-road and off-road VIP projects, the field that populates executed contract date is called "Voucher Approval Date."
- Equipment funded with Pre-Year 13 interest or with non-match funds are not credited in Required Reports.

DEFINITIONS

Below are relevant definitions from the 2017 Moyer Guidelines.

Executed Contract: A legally binding contract signed by the local air district Air Pollution Control Officer, or other air district designated representative, and the grantee to fund an eligible engine, equipment, or vehicle project that will reduce covered emissions. An executed contract is a program milestone in which parties agree to meet the obligations within the contract by a specified date.

Expend: To make a full or partial payment of Moyer Program funds toward a project invoice for an eligible Moyer Program project.

Funding Target: The total funds required to meet a program milestone such as funds executed or liquidated during a funding cycle, for purposes of cumulative tracking and reporting. Funding targets consider regular Moyer Program funds, State Reserve funds, Rural District Assistance Program funds, Moyer voucher program funds, required match funds, interest funds, reallocated funds, recaptured funds, interest and salvage revenues, and other funds associated with the Moyer Program.

Funding Year: The designation given to each year that air districts are awarded Moyer Program funds. Moyer Program grant awards were first made in fiscal year 1998 to 1999; therefore, that year is designated as Year 1; fiscal year 1999 to 2000 is Year 2, etc. Each funding year is associated with set times for achieving program milestones such as contract execution, fund expenditure, and fund liquidation.

Liquidate: To spend all moneys for a specified fiscal year to reimburse grantees for valid and eligible project invoices and air district administrative costs. Payments withheld from the grantee by an air district until all contractual reporting requirements are met may be excluded from these amounts for the purposes of liquidation (H&SC § 44275(a)(12)). For a specific project, liquidation refers to all funded equipment as paid in full and operational.